

As with all new projects or old ideas reinstated there are always going to be teething problems, and so it has been with the Society exchange packet. Although it has proved a success it has not been without some hiccups, therefore it seems necessary to introduce some guidelines to the system.

#### Vendors

1. On receipt of a book for inclusion in the Society packet a receipt will be issued for same.
2. As the Society does not carry insurance for these books the receipt will state this.
3. Books will only be accepted if the price is clearly stated ABOVE the item for sale – not below or at the side.
4. Items should be affixed clear of the edges of the page to avoid creasing or being knocked off.
5. The correct number of stamps and value of a page should be noted on the inside cover.
6. On return of the book(s) the vendor will acknowledge safe receipt along with the value stated on the front of the book(s).

#### Buyers

1. On receipt of the package a signature will be required to acknowledge receipt of same.
2. The WHOLE package should be gone through (not just the books that interest you) and any spaces that have not been signed for reported to the Packet Secretary and the person from whom the packet was received.
3. If the missing item(s) was not taken by the previous member then unfortunately he/she will be held responsible for the loss.
4. A pencil and paper should be used to note ones purchases by starting with book 1 page 1. When finished with that page check that the number of items taken corresponds with the items and value you have signed for. Repeat the procedure for page 2 etc.
5. On completion of the book add up the number of items taken and their value and register on the front page. At the same time complete the slip which has your name on it with the same information.
6. Once you have been through the whole package add up the amount due (or not) and remit to the Packet secretary along with receipt at No. 8 below.
7. Phone the next person on the list and if he/she is not available try the next one on the list etc.
8. Obtain receipt for the package as in 1 above.

06/10/2011